



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: **GENERAL LIBRARIAN I - II**

DEFINITION: Under direction, performs technical and professional library work, including reference, cataloging, and advisory services in the main or branch library.

REPORTS TO: Department Librarian or Manager - Main Library Services

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs routine professional library work which may include collection development, programming, general reference, and reader's advisory service. This work may be in the area of adult, young adult, or children's collections.

Grade Level II - Performs the more complex and specialized reference and advisory service and has a greater responsibility for the development of a balanced collection within the assigned specialty, the collection organization and the cataloging and classifying of books and other media.

EXAMPLES OF DUTIES:

- Assists in the use of collections;
- Evaluates and selects materials;
- Provides reference assistance in person, by telephone or by mail;
- Provides guidance in user selection and use of materials;
- Interprets and encourages use of library resources;
- Plans and conducts special programs and projects;
- Provides instruction in the use of library collections, files, indexes, and equipment;
- Prepares booklists, bibliographies and exhibits;
- Attends professional meetings and prepares written reports;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Graduation from an American Library Association accredited college/university with a Master's Degree in Library Science;
Valid motor vehicle operator license;
Willingness to work irregular hours, evening, weekends, and holidays.

GENERAL LIBRARIAN I-II (continued)

HISTORY:

Consolidation: 07/09/80 from Children's Librarian dated 03/12/79 and General Librarian dated 05/16/77.

Revised: 06/23/80, 06/10/81, 05/10/88.

Approval/Adoption Dates: 05/10/88 - Human Resources Department
06/15/88 - Civil Service Commission